



Adding Employee Data

Administrator Guide

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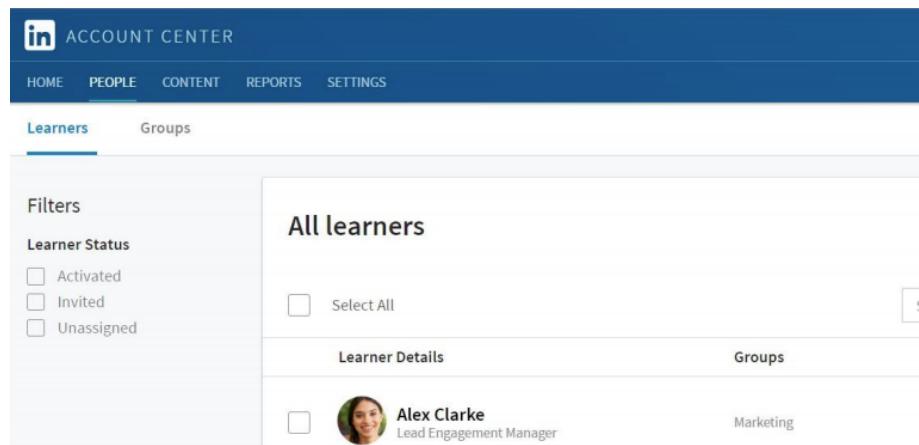
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Overview

This document provides information about your options for adding employees, including both manual and automated methods for integrating HR data. You can also learn about updating or modifying existing employee data.

Adding Learners to the Site

1. From the LinkedIn Learning Admin homepage, select the **People** tab.
2. Select the **Learners** tab.



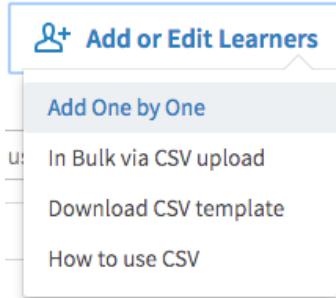
The screenshot shows the LinkedIn Learning Admin interface. At the top, there's a blue header bar with the LinkedIn logo and the text 'ACCOUNT CENTER'. Below it is a navigation bar with 'HOME', 'PEOPLE' (which is underlined, indicating it's the active tab), 'CONTENT', 'REPORTS', and 'SETTINGS'. The main content area is titled 'Learners' and shows a list of learners. On the left, there's a sidebar with 'Filters' and 'Learner Status' options: 'Activated' (unchecked), 'Invited' (unchecked), and 'Unassigned' (unchecked). The main list is titled 'All learners' and shows one entry: 'Alex Clarke, Lead Engagement Manager' (Marketing). There are checkboxes next to each learner's name and a 'Select All' checkbox at the top of the list.

From this page, there are two ways to add learners. You can either add them one by one or by uploading a CSV file.



Add One by One

1. Select **Add or Edit Learners > Add one by one**



The screenshot shows a dropdown menu titled 'Add or Edit Learners'. The 'Add One by One' option is highlighted with a blue background. Other options in the list are 'In Bulk via CSV upload', 'Download CSV template', and 'How to use CSV'.

2. Enter the learner's First name, last name, email, and choose their role
3. Click **Add**.

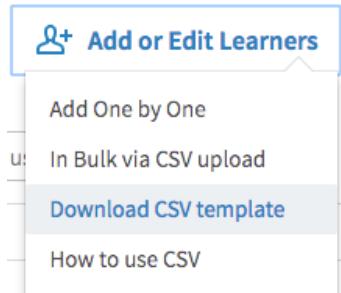


In Bulk Using CSV Upload

CSV file upload can be used to add new learners, and to update existing learners on your LinkedIn Learning account.

Preparing your file

To help you get started, you can download a CSV template by selecting **Add or Edit Learners** > **Download CSV template**.



Open the CSV template in Microsoft Excel or a text editor application such as Microsoft Notepad. Replace the example learners with your learners' information using the following instructions. Make sure you save the file with a .csv extension.

	A	B	C	D	E
1	preferred_first_name	preferred_last_name	primary_email_address	work_title	license_english_status
2	John	Smith	john.smith@test.linkedin.com	Example job title	active
3	Timothy	Smith	tim.smith@test.linkedin.com	Example job title	active

Employee Information

- You must provide at a minimum their email addresses.
- Names are optional, but highly recommended.
- Work titles are optional, but highly recommended so that you can easily group and recommend content to your learners.
- If you are not using the CSV template and creating your own file, make sure you use the headers preferred_first_name, preferred_last_name, primary_email_address, work_title, and license_english_status. The headers are case sensitive and must be all lowercase to avoid an error.
- Add a line for each learner you'd like to add, and use commas to separate their values.

Status

1. To specify whether or not you want your learners to have access to LinkedIn Learning, include the **license_english_status** field heading.

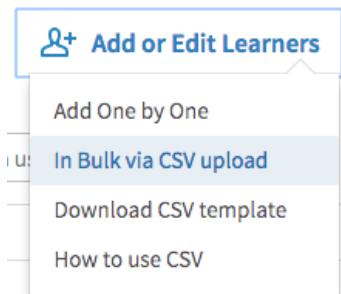
2. To grant access, enter **active**. If you do not want a learner to have access, enter **inactive**.
 - a. You can always change a learner's access from your administrator account.
 - b. If you do not include the **license_english_status** column, the learners will be added to your account, but will not be assigned a license. Their status shows up in your user list as **Unassigned**.
 - c. To grant a learner access to LinkedIn Learning, in your list of Learners on the site, click  > **Assign License** from the menu next to the learner's name.

Groups

You can specify if a learner is in a group. Provide the group name preceded by **group/** as a field heading. Enter a zero (0) to indicate that the learner is not in the group or a one (1) if the learner is in the group. If the group does not yet exist, it is created, and the learner is added.

Uploading

1. Select **Add or Edit Learners > In bulk via CSV upload**.



2. Choose your CSV file, and click **open**.

What Happens Next

- We'll process the file, check for errors and notify you if you need to update any information.
- We'll send an email to your added learners with instructions on how to activate their accounts. If a learner has been added as **inactive**, a welcome email is not sent.
- Your newly added learners appear in the People tab of your administrator account. Initially their status is **Invited**. After they have registered and activated their account, their status changes to **Activated**. If you have uploaded the learner as **inactive**, they display in the user list as **Unassigned**.

Examples

In the following example, John Doe and Jane Smith are added to an account and can access LinkedIn Learning once they activate their profiles. John is added to the Engineering group and Jane is added to the HR group. The Excel file is saved as a CSV file format.

Excel File

	A	B	C	D	E	F	G
1	preferred_first_name	preferred_last_name	primary_email_address	work_title	license_english_status	group/Engineering	group/HR
2	John	Doe	johndoe@somecompany.com	Senior UI Engineer	active	1	0
3	Jane	Smith	janesmith@somecompany.com	Instructional Designer	active	0	1

CSV File

```
preferred_first_name, preferred_last_name, primary_email_address, work_title, license_english_status, group/Engineering, group/HR
John, Doe, johndoe@somecompany.com, Senior UI Engineer, active, 1, 0
Jane, Smith, janesmith@somecompany.com, Instructional Designer, active, 0, 1
```

See [Updating Existing Learners](#) for how to edit the CSV file.

Updating Existing Learners



In Bulk Using CSV Upload

Use a CSV file to update or modify existing learners' information. Any changes you make only affects the information that appears in your LinkedIn Learning account. Your changes do not alter your learners' personal LinkedIn profiles, for example, their names.

- Make sure you do not leave any fields blank or you might encounter an error.
- To remove or grant access to for a learner, include the **license_english_status** field heading.
 - To remove access for a learner, enter **inactive**.
 - To grant access, enter **active**.

Examples

In the following example, John Doe's first name now shows up as Jonathan instead of John, but only in your administrator experience. Jane Smith is removed from the HR group in your administrator groups.

Excel File

	A	B	C	D	E	F	G
1	preferred_first_name	preferred_last_name	primary_email_address	work_title	license_english_status	group/Engineering	group/HR
2	Jonathan	Doe	johndoe@somecompany.com	Senior UI Engineer	active	1	0
3	Jane	Smith	janesmith@somecompany.com	Instructional Designer	active	0	0

CSV File

```
preferred_first_name, preferred_last_name, primary_email_address, work_title, license_english_status, group/Engineering, group/HR
Jonathan, Doe, johndoe@somecompany.com, Senior UI Engineer, active, 1, 0
Jane, Smith, janesmith@somecompany.com, Instructional Designer, active, 0, 0
```



Advanced Fields

- To change the email addresses for your learners, you have the option of adding the **unique_user_id** field heading and then adding a unique value for the learners in your CSV. After assigning a unique ID to your users, you can change their email addresses.
 - If you attempt to change the email address of existing learners without first adding **unique_user_id**, they are treated as new users.

- You can upload learners without providing their names; however, it's a best practice to include your learners' names so LinkedIn can personalize their welcome email. In addition, learners might appear in your user list and reports without a name.



Tips

A few common mistakes to avoid:

- Make sure you use the correct column headers and they are all lowercase.
- Don't include duplicate field headers.
- Include a value for every learner for the fields you are providing.
- Make sure you include a **primary_email** field, and that every learner has a value.

Automating Employee Data Integration

Prepare your file

Make sure your CSV file follows this template. If your CSV file does not have the right headings, or is missing any mandatory columns you may get an error and the file upload could fail.

	A	B	C	D	E
1	preferred_first_name	preferred_last_name	primary_email_address	work_title	license_english_status
2	John	Smith	john.smith@test.linkedin.com	Example job title	active
3	Timothy	Smith	tim.smith@test.linkedin.com	Example job title	active

Employee Information

- You must provide at a minimum their email addresses.
- Names are optional, but highly recommended.
- Work titles are optional, but highly recommended so that you can easily group and recommend content to your learners.
- If you are not using the CSV template and creating your own file, make sure you use the headers `preferred_first_name`, `preferred_last_name`, `primary_email_address`, `work_title`, and `license_english_status`. The headers are case sensitive and must be all lowercase to avoid an error.
- Add a line for each learner you'd like to add, and use commas to separate their values.

Status

3. To specify whether or not you want your learners to have access to LinkedIn Learning, include the **license_english_status** field heading.
4. To grant access, enter **active**. If you do not want a learner to have access, enter **inactive**.
 - a. You can always change a learner's access from your administrator account.
 - b. If you do not include the **license_english_status** column, the learners will be added to your account, but will not be assigned a license. Their status shows up in your user list as **Unassigned**.
 - c. To grant a learner access to LinkedIn Learning, in your list of Learners on the site, click  > **Assign License** from the menu next to the learner's name.

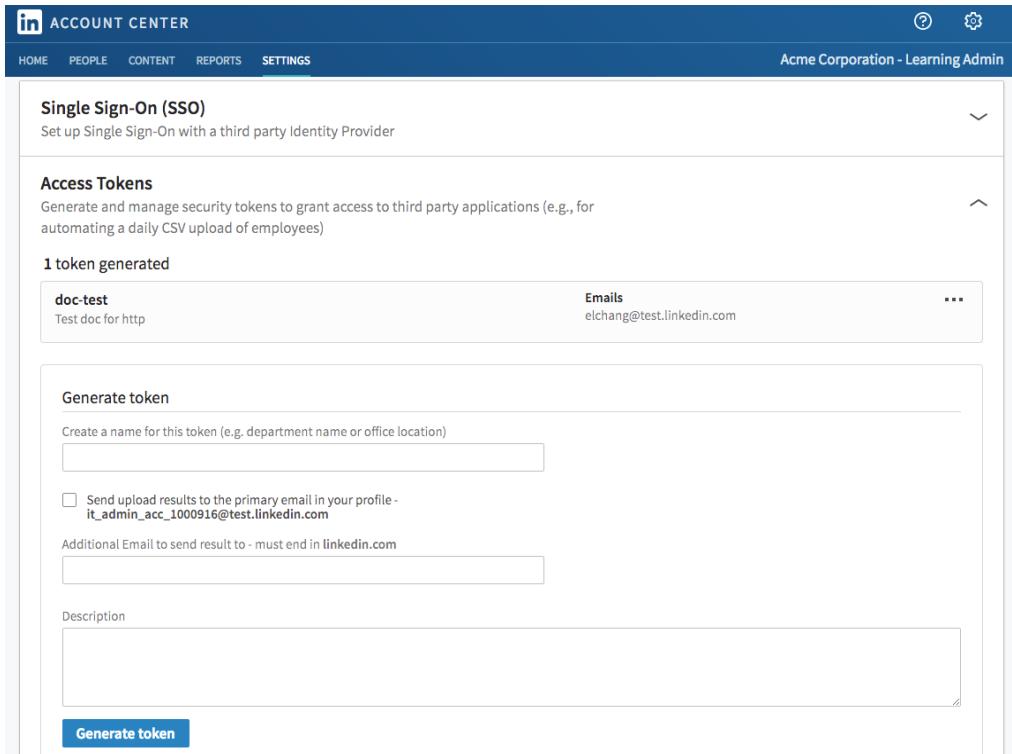
Groups

You can specify if a learner is in a group. Provide the group name preceded by **group/** as a field heading. Enter a zero (0) to indicate that the learner is not in the group or a one (1) if the learner is in the group. If the group does not yet exist, it is created, and the learner is added.

Upload your CSV over HTTPS

1. Get your authorization token

- a. If you are an Enterprise administrator, you can self provision an access token. In your account center, go to **Settings > Global Settings** and open the **Access Token** panel.



The screenshot shows the LinkedIn Account Center interface. The top navigation bar includes 'ACCOUNT CENTER', 'HOME', 'PEOPLE', 'CONTENT', 'REPORTS', 'SETTINGS', and a user dropdown for 'Acme Corporation - Learning Admin'. The main content area is titled 'Access Tokens' and describes generating and managing security tokens for third-party applications. It shows a table with one row for a token named 'doc-test', which is a 'Test doc for http'. The 'Emails' column shows 'elchang@test.linkedin.com'. Below this, there is a 'Generate token' form with fields for 'Create a name for this token (e.g. department name or office location)', 'Send upload results to the primary email in your profile - it_admin_acc_1000916@test.linkedin.com' (with a checked checkbox), 'Additional Email to send result to - must end in linkedin.com' (with an empty input field), and a 'Description' text area. A 'Generate token' button is at the bottom of the form.

- b. Follow the procedure by filling in each field, and click **Generate token**. You should see your access token pop up under the **Access token** field.
- c. Save your access token to your clipboard or computer before leaving the page.

2. Upload your CSV file to LinkedIn servers

There are two modes that can be used to upload the file, automatic and manual.

- Automatic mode: once you upload your CSV, it starts processing.
- Manual mode: After you upload the file, you must manually trigger the processing. You can use this mode to track the file processing progress.

Linux-specific instructions:

- Replace <OAUTH_TOKEN> with the token generated from step one.
- Replace </path/to/upload.csv> with the file path to your CSV file.
- Everything in **bold** should be specific to your input and expected response.

Automatic Mode

Run this command:

```
curl -H 'Content-Type: multipart/form-data' -H 'Authorization: Bearer <OAUTH_TOKEN>' --form 'file=@</path/to/upload.csv>;type=text/csv' -X POST "https://api.linkedin.com/media/upload?media_type=enterprise_csv_upload&auto_notify=true"
```

Manual Mode

Run this command:

```
curl -H 'Content-Type: multipart/form-data' -H 'Authorization: Bearer <OAUTH_TOKEN>' --form 'file=@</path/to/upload.csv>;type=text/csv' -X POST "https://api.linkedin.com/media/upload?media_type=enterprise_csv_upload"
```

Expected response:

```
HTTP/1.1 201 Created
{
    "location": "urn:li:media:<CSV_FILE_HASH>"}
```

Optional Steps

1. Copy your urn:li:media: token, which will be in place of **CSV_FILE_HASH**, onto your clipboard.
2. Start processing your file by running this command:

```
curl -H 'Authorization: Bearer <OAUTH_TOKEN>' -H 'Content-Type: application/json' -X POST "https://api.linkedin.com/v2/enterpriseUploadJobs?action=processFile" --data '{"mediaUrn": "urn:li:media:<CSV_FILE_HASH>"}'
```

Note: <CSV_FILE_HASH> should be replaced with the urn:li:media: token you get in the response after running the curl command in the prior step.

Expected response:

```
HTTP/1.1 201 Created
{
```

```
        "value": "JOB_ID"
    }
```

3. Get updates to the job processing using HTTP GET:

```
curl -H 'Authorization: Bearer <OAUTH_TOKEN>' -X GET  
"https://api.linkedin.com/v2/enterpriseUploadJobs/<JOB_ID>"
```

Note: <JOB_ID> should be replaced with the JOB_ID value you got in the response after running the command in the prior step

Expected Response:

```
{
    "resultStats": {
        "updatedCount": 1,
        "deletedCount": 0,
        "warningCount": 0,
        "totalCount": 0,
        "errorCount": 0
    },
    "created": 1466552257141,
    "sourceMedia": "urn:li:media:SRC_FILE_HASH",
    "messages": [...],
    "lastModified": 1466552257141,
    "Id": JOB_ID,
    "resultMedia": "urn:li:media:RESULT_FILE_HASH",
    "status": "DONE"
}
```

After you have uploaded your Learners, you should be able to see them listed under **People > Learners**.

3. Download result CSV file (Optional)

If you checked that you'd like an email sent when generating an authorization token, you can do the following:

- Check your email to get instructions on downloading the result CSV file. When the CSV job processing is done, the system sends a result summary email to the primary email address and any others provided in step one.
- Download result CSV file by running this command (Linux users):

```
curl -H 'Authorization: Bearer <OAUTH_TOKEN>' -X GET  
"https://api.linkedin.com/media/upload?media_type=enterprise_csv_upload&id=urn:li:media:<RESULT_FILE_HASH>" -o results.csv
```

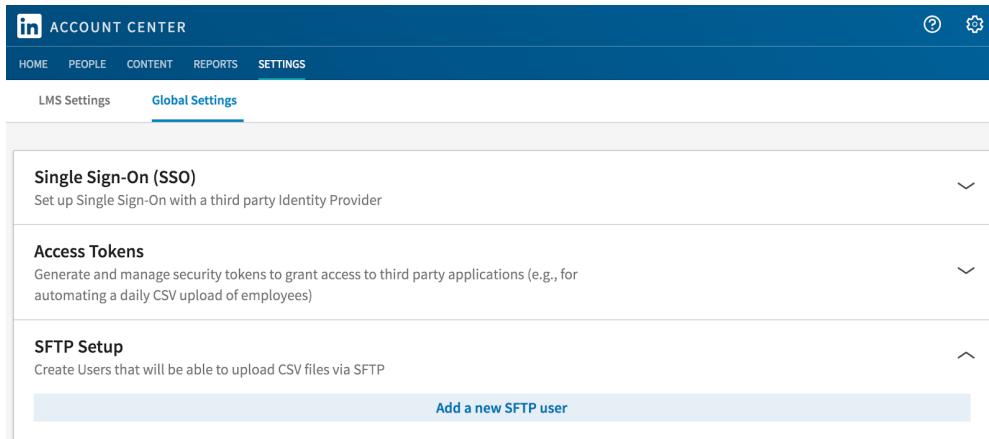
Note: <RESULT_FILE_HASH> should be replaced with the

"resultMedia": "urn:li:media: token you get in the response after running the curl command in the prior step.

Upload your CSV over SFTP

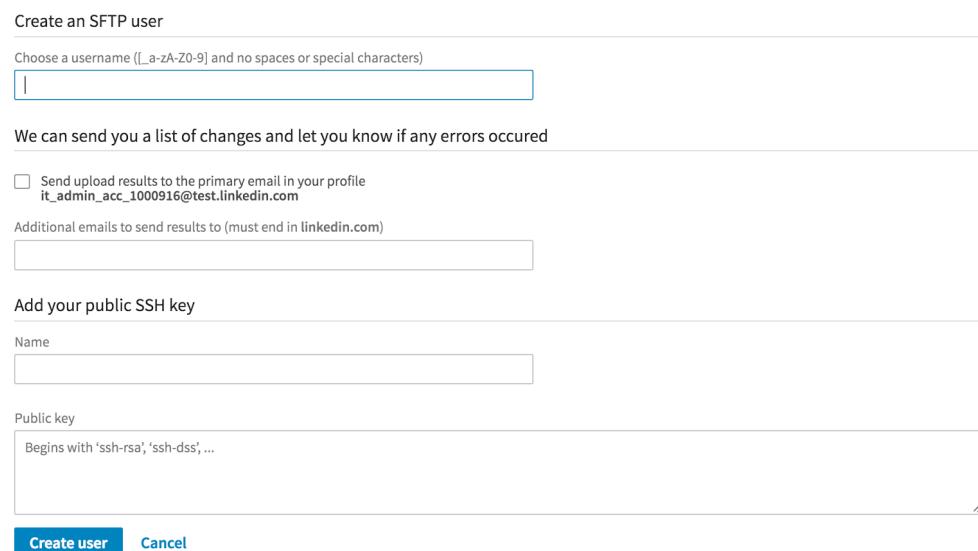
1. Create an SFTP user

- In your account center, go to **Settings > Global Settings** and open the **SFTP Setup** panel.
- Click **Add a new SFTP user**.



The screenshot shows the LinkedIn account center with the Global Settings tab selected. The SFTP Setup section is expanded, showing a button to 'Add a new SFTP user'.

- Follow the procedure by filling in each field and click **Create user**.



The form for creating a new SFTP user includes fields for username, additional emails, public SSH key, and a 'Create user' button.

Fields and labels:

- Create an SFTP user
- Choose a username ([_a-zA-Z0-9] and no spaces or special characters)
Input field: `|`
- We can send you a list of changes and let you know if any errors occurred
- Send upload results to the primary email in your profile
`it_admin_acc_1000916@test.linkedin.com`
- Additional emails to send results to (must end in linkedin.com)
Input field: `|`
- Add your public SSH key
- Name
Input field: `|`
- Public key
Input field: `Begins with 'ssh-rsa', 'ssh-dss', ...`

Create user **Cancel**

- Make sure your username is unique and does not have any spaces or special characters.
- Copy and paste your SSH key into the Public Key box. It should start with ssh-rsa or ssh-dss.

2. Connect to the SFTP server

- a. We support a variety of SFTP clients; however, the following documentation is written for the SFTP client that ships with OpenSSH.
- b. In your terminal, run this command to connect to the SFTP server:

```
sftp -i ~/.ssh/<your_private_key> -P 2705  
<username>@sftp.linkedin.com
```

- i. Replace `<your_private_key>` with the name to the file of your own private SSH key that matches the public one you provided in step one.
- ii. Replace `<username>` with the username you just provisioned in step one.
- c. You should see a response like this in your terminal. If you are asked if you want to continue connecting, enter **yes**.

```
Are you sure you want to continue connecting (yes/no)? yes  
Connected to sftp.linkedin.com.  
sftp>
```

3. Upload your CSV file

- a. To upload a file, run the following command in your terminal:

```
put <yourfile>.csv
```

- b. You should see the following response:

```
Uploading <yourfile>.csv to /<yourfile>.csv  
<yourfile>.csv 100% 1458 1.4KB/s 00:00
```

- c. This file is processed automatically and a new file (`<file.csv>_resultReport.csv`) is also created. This new CSV file shows the result report. Check your directory contents to make sure it is there with the command `ls`. You might have to wait a minute for the new file to be created:

```
sftp> ls  
<file>.csv <file>.csv_resultReport.csv
```

Note: If you have a GUI SFTP Application, you can connect to the server and upload your CSV by dragging and dropping your file into that application.

4. Download both CSV files to verify the content

- a. Run the `get` command to download the files:

```
sftp> get <yourfile>.csv  
Fetching /<yourfile>.csv to <yourfile>.csv
```

```
/<yourfile>.csv          97% 1458      1.4KB/s  00:00 ETA
sftp> get <yourfile>.csv_resultReport.csv
Fetching /<yourfile>.csv_resultReport.csv to
<yourfile>.csv_resultReport.csv  98% 1727      1.7KB/s  00:00 ETA
sftp>
```

- b. Make sure you can download both files without any errors, and they contain the expected content.

Support

Supporting Documentation

- Single Sign-on Administrator Guide
- Privacy and Security Whitepaper: Account Center User Database Integration (UDI)

LinkedIn's Privacy and Data Security Policy

<https://www.linkedin.com/legal/privacy-policy>

LinkedIn Security Contacts

If you have any security questions or you would like to report a security issue, write to us at security@linkedin.com.